

### Job Description

**Are you passionate about supporting people, driving HR processes, and contributing to a dynamic international workplace?**

Join **DP World** as an **HR Officer** in **Limassol, Cyprus**, and play a key role in ensuring operational excellence across our People function.

#### **About the Role:**

As an HR Officer, you will provide professional HR services to managers and employees, ensuring compliance with policies, procedures, and local legislation. You will support recruitment, training, payroll administration, performance management, and employee relations while maintaining accurate HR records and contributing to a positive workplace culture.

#### **Key Responsibilities:**

- Support recruitment processes: scheduling interviews, preparing contracts, and assisting with onboarding.
- Maintain and update HR records (manual and digital) to ensure accuracy and compliance.
- Administer employee benefits, probation reviews, reference checks, and exit processes.
- Assist in managing training programs and maintaining training documentation.
- Assist in preparing and processing monthly payroll, ensuring accuracy.
- Monitor sickness and absence records, flagging potential issues and advising managers.
- Support performance appraisal processes and identify training needs.
- Assist the HR Manager in employee relations, including disciplinary and grievance procedures.
- Prepare HR reports, maintain compliance with employment legislation, and ensure confidentiality at all times.
- Carry out inductions for new employees and provide ongoing HR support across departments.

#### **Requirements:**

- Minimum 3 years' generalist HR experience, ideally in a port, logistics, or manufacturing environment.
- Bachelor's Degree in Human Resources, Business Administration or equivalent.
- Strong written and verbal communication skills with excellent attention to detail.
- Proficiency in **Microsoft Office (Outlook, Word, Excel)** and HR/Payroll Systems.
- Up-to-date knowledge of employment law and HR best practices.
- Ability to manage multiple tasks with a proactive, methodical, and detail-oriented approach.
- Strong interpersonal skills with the ability to build trusted relationships across all levels and maintain confidentiality.
- Fluency in Greek and English.

### **Compensation:**

DP World offers exciting and challenging roles within a growing international organization. We strive to hire and develop the right people, locally and globally, stimulating personal growth and self-development within an informal atmosphere. We offer a market competitive compensation package.

### **About DP World**

Trade is the lifeblood of the global economy, creating opportunities and improving the quality of life for people around the world. DP World exists to make the world's trade flow better, changing what's possible for the customers and communities we serve globally.

With a dedicated, diverse and professional team of more than 103,000 employees spanning 75 countries on six continents, DP World is pushing trade further and faster towards a seamless supply chain that's fit for the future. We're rapidly transforming and integrating our businesses -- Ports and Terminals, Marine Services, Logistics and Technology -- and uniting our global infrastructure with local expertise to create stronger, more efficient end-to-end supply chain solutions that can change the way the world trades. The DP World family comprises of Syncreon, Imperial and P&O.

What's more, we're reshaping the future by investing in innovation. From intelligent delivery systems to automated warehouse stacking, we're at the cutting edge of disruptive technology, pushing the sector towards better ways to trade, minimizing disruptions from the factory floor to the customer's door.

### **WE MAKE TRADE FLOW**

### **TO CHANGE WHAT'S POSSIBLE FOR EVERYONE**

DP World is committed to the principles of Equal Employment Opportunity (EEO). We strongly believe that employing a diverse workforce is central to our success and we make recruiting decisions based on your experience and skills. We welcome applications from all members of society irrespective of age, gender, disability, race, religion or belief.

By submitting your resume and application information, you authorize DP World to transmit and store your information in the world-wide recruitment database, and to circulate that information as necessary for the purpose of evaluating your qualification for this or other job vacancies.

If you are interested to apply for this position, please send your CV to [careers@dpworldlimassol.com](mailto:careers@dpworldlimassol.com). All applications received will be treated with the strictest confidence.